Change Control Form Instructions (Form Number NP 19-1-9)

This form is for proposal and approval of changes to production baseline software, changes to software documentation, and/or changes to system software and hardware. Changes to system software and hardware applies to systems which are used by more than one person for running production baseline software.

General Instructions

For each entry listed, additional pages may be attached as needed.

1. Software Name: Enter the name of the software. For proposed system changes, enter applicable information (e.g. operating system name, hardware, device, etc.).

2. Software Version Identifier: On (a) enter the current software version identifier as listed on the Software Baseline Inventory List.   On (b) enter the proposed version identifier. For proposed system changes, enter current status information (e.g. operating system version)

3. Software Classification: On (a) enter the current classification (i.e., acquired, developed) and on (b) enter the proposed classification.

4. ERMS # assigned to Change Control Form, obtained by SCM Coordinator.

5. Hardware/Software Platform: Enter the hardware platform on which the software resides and any applicable system software (required for the execution and use of the production baseline software).

6. Type of change: Select a box from this line to indicate whether changes are major, minor, or patch.

7. Proposed Changes: Use this section to describe in detail the changes each document will be undergoing. For each document, list the current document version number (as it appears on the Baseline Inventory List) and (if applicable) the new document version number.

    Implementation Document (ID): Check if this document is affected and how it will be updated. In general, all ID changes will be revisions, not addenda's. Describe what aspects of the coding will change.

    Requirements Document (RD): Describe any features that are being changed, added, or deleted. Describe if any requirements are moving from not tested to tested. Include a discussion of required test cases to demonstrate acceptable performance of new code features. Provide rational for regression testing if all existing test cases will not be rerun.

    Verification and Validation Plan (VVP): Describe test cases and acceptance criteria that are being changed, added, or deleted. Discuss how these test cases demonstrate that the code adequately performs all tested functions.

    Design Document (DD): Describe the extent of changes to the DD. Note how changes will be verifiable through testing or other means.

    Validation Document (VD): Describe if the VD will change to reflect changes to the VVP or will be updated for other reasons.

    User Manuals (UM): Describe what user instructions will be changed, added, or deleted.

8. System Software/Hardware Change Section
   Describe proposed changes to system software and/or hardware. Describe expected impact, if any, to production baseline software which resides on the system. Describe how changes to system software and/or hardware will be tested. Discuss what regression testing of baseline software will be required or describe why no regression testing of production baseline software will be needed. If testing is needed, it must address the change to the system to verify that the change has been installed properly and works properly.

9. Code Sponsor or System Administrator Signature
   Code Sponsor signs for changes to baseline software.
   System Administrator signs for changes to system software/hardware.

10. Technical Reviewer Signature. Indicated concurrence with impact to baseline documentation. For system software / hardware indicates concurrence with evaluation of impact to production baseline codes.

11. Responsible Manager selects a box from this line to indicate whether changes are approved or disapproved. If changes are disapproved, explain why.

12. Responsible Manager signature. After signing form, RM forwards to SCM Coordinator.

13. SCM Coordinator Signature. SCM Coordinator signs change control form or returns it to code sponsor or computer administrator for proper completion. After SCM coordinator signature, forwards form to approved users and RC.